

<div>REPORT OF MISSING OR STOLEN PERSONAL STATE PROPERTY</div> <div>STATE OF MARYLAND DEPARTMENT OF GENERAL SERVICES 301 W. Preston Street, Suite 1009A Baltimore, Maryland 21201 (410) 767-0587</div> <div>DGS Control No.</div>				<div>INSTRUCTIONS:</div> <div>1. Forward in triplicate to: (DO NOT FAX) Department of General Services Inventory Standards & Support Services Division 301 W. Preston Street, Suite 1009A Baltimore, MD 21201</div> <div>2. Attach Police Report for Stolen Property</div> <div>3. Refer to Reporting Procedure for Stolen/Missing Property in the DGS Inventory Control Manual.</div>		
<div>Agency:</div> <div>Sub-Unit:</div> <div>Address:</div> <div>Address 2:</div> <div>City:StateZip Code</div> <div>Accountable Officer:</div> <div>Telephone:Date:</div>				<div>Property Officer</div> <div>SignatureDate</div> <div>Agency Head or Designee</div> <div>SignatureDate</div>		
<div>Item No.</div>	<div>Select</div> <div>StolenMissing</div>		<div>Description</div>	<div>Property Tag No.</div>	<div>Purchase Date</div>	<div>Purchase Price</div>
<div>TOTAL</div>						
<div>1. FOR BOTH STOLEN AND MISSING STATE PROPERTY:</div> <div>a. Item(s) identified as State property with permanent type labeling or engraving?YesNo</div> <div>b. Describe other security measures:</div> <div>2. FOR MISSING PROPERTY ONLY:</div> <div>a. Date loss was discovered</div> <div>b. Date of last physical inventory</div> <div>c. Explain how the loss might have occurred</div>						
<div>Describe Measures Taken to Prevent Future Occurrence</div>				<div>FOR DGS USE ONLY</div>		